

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 10

May 17, 2005

**SUBJECT: MENTAL EVALUATION UNIT FUNCTIONS - REVISED,
MENTAL HEALTH CRISIS RESPONSE PROGRAM - ESTABLISHED**

PURPOSE: As a result of additional Consent Decree mandated duties and responsibilities assigned to the Mental Evaluation Unit (MEU), Detective Support Division, the Department has identified the "best practices" associated with handling incidents that involve persons who are perceived to be mentally ill, and/or taking them into custody. The Department has established the Mental Health Crisis Response Program (MHCRP) and identified the Assistant Commanding Officer, Detective Bureau, as the Department's MHCRP Coordinator. This Order defines the responsibilities and duties of MEU, revises an employee's responsibilities when taking mentally ill persons into custody and establishes the MHCRP.

PROCEDURE:

I. MENTAL EVALUATION UNIT'S DUTIES AND RESPONSIBILITIES. In addition to the current responsibilities delineated in the Department Manual Section 2/470.66, MEU is tasked with providing the following services:

- * Assisting field officers with intervention, referral, or placement of a person with mental illness, which aids in the prevention of unnecessary incarceration and/or hospitalization of persons with a mental illness;
- * Providing roll-call training relative to MEU and System-wide Mental Assessment Response Team (SMART) responsibilities;
- * Maintaining liaison with the Missing Persons Unit to determine if a reported missing person has been placed on a 72-hour hold;
- * Providing staff support for the MHCRP Coordinator and Advisory Committee;
- * Maintaining liaison with the Department of Health Services, Department of Mental Health, and hospitals regarding policies and procedures involving the detention and involuntary holds of persons with suspected mental illnesses;
- * Providing analysis of state and federal legislation pertinent to law enforcement encounters with persons with suspected mental illnesses;
- * Providing expertise and support to Training Group regarding all training in the area of mental illness;

- * Conducting audits of filed categorical and non-categorical Use of Force reports with indicators of mental illness, maintained by the Use of Force Review Division;
- * Assisting the MHCRP Coordinator with the review of completed Use of Force reports that contain indicators of mental illness; and,
- * Coordinating data collection to effectively measure all mental health crisis responses by the Department.

Note: Mental Evaluation Unit is no longer responsible for conducting preliminary investigations of officers who are suspected of being mentally ill nor of making the appropriate notifications concerning all mentally ill employees.

II. MENTAL HEALTH CRISIS RESPONSE PROGRAM - ESTABLISHED. The MHCRP is established as a function under Detective Bureau and the Assistant Commanding Officer, Detective Bureau, is the MHCRP Coordinator.

III. MENTAL HEALTH CRISIS RESPONSE PROGRAM COORDINATOR'S RESPONSIBILITIES. The MHCRP Coordinator shall be responsible for:

- * Maintaining and supporting the MHCRP Advisory Board which consists of community stakeholders and persons in the mental health community;
- * Providing information to outside agencies on Department procedures relating to the handling of persons with mental illness;
- * Conducting regular reviews of completed Use of Force investigations that contain indicators that the suspect may have been mentally ill;
- * Maintaining liaison with County and private hospitals on issues relating to persons with a mental illness;
- * Providing analysis of state and federal legislation affecting persons with mental illness;
- * Providing expertise and support to Training Group regarding all training in the area of mental illness;
- * Conducting audits of filed categorical and non-categorical Use of Force reports with indicators of mental illness maintained by the Use of Force Review Division of the Department; and,
- * Coordinating data collection to effectively measure all mental health crisis responses by the Department.

IV. USE OF FORCE REVIEW DIVISION'S RESPONSIBILITY. The Use of Force Review Division shall be responsible for maintaining copies of categorical and non-categorical Use of Force reports that contain indicators the suspect may have been mentally ill and shall forward them to MEU for review.

V. TAKING MENTALLY ILL PERSONS INTO CUSTODY. When the only reason for detention is the person's suspected mental illness, MEU **shall** be contacted prior to transporting an apparently mentally ill person to any health facility or hospital.

Exception: In those situations where the subject is injured and requires immediate medical treatment, MEU shall be contacted after the subject is transported to an appropriate medical facility.

Officers who detain a person with a suspected mental illness that results in the subject being placed on an involuntary hold at a health facility or hospital shall:

- * Notify MEU once the subject has been admitted; and,
- * Fax a copy of the Application for Mental Evaluation Hold to the MEU.

When a person with a suspected mental illness has been taken into custody for a criminal offense, MEU shall be contacted prior to the person being booked.

Note: During off-hours, officers will continue to notify MEU at its designated contact telephone number. The MEU telephone lines are automatically rolled over to the Detective Information Desk (DID) where officers are provided with assistance.

AMENDMENTS: This Order adds Section 2/460.20 and amends Sections 2/460, 2/470.66 and 4/260.20 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Detective Bureau, shall monitor compliance with this Order in accordance with Department Manual Section 0/080.30.

WILLIAM J. BRATTON
Chief of Police

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